



JCampus – Processing 1st Nine Weeks Grades

2223

Office Edition

This document will provide you with step-by-step instructions to successfully complete your first grading period report cards.

Inform your teachers of your self-imposed deadline to enter all first nine weeks grades and comments into their Gradebooks. Keep in mind the last day of the first nine weeks is **Thursday, October 6th**. All teachers **MUST** be given the opportunity to enter assignment grades processed on that date.

The capture date is Tuesday, October 18th.

All grades must be entered by **9:00 AM** on October 18, as Data Management will lock the ability to enter grades for the 1st nine weeks after that time.

NOTE: Administrators can use the message system on the JCampus “Welcome” page to display such deadlines. Click the page icon (New Announcement) located under the word “Welcome.” Complete the “Announcement Editor” screen and click “Save.”

❖ **Run the Assignment Audit report to assess if teachers are entering the required number of grades per category.**

1. In the left navigation panel, go to *Grades > Count > Assignment Audit*. Select the following in the setup box:

- Marking Period = “P1.”
- Report = “Greater Than or Equal to Per Category.”
- Assignments = “0.”
- Report Type = “Detailed.”
- From Date = First Day of School.
- To Date = Today’s Date.

Assignment Audit Setup - 08.08.18

Year : 1819

District : 026

School : 038

Course Grades :

Marking Period : Use current marking period.

Report : Greater Than Or Equal To Per ... 0 Assignments

Report Type : Detailed Summary

Exclude Non-Displayed Assignments Use first day of school

From Date :

To Date : Use today's date

OK

- Click OK to get the report. Please be patient as it will take a few minutes to produce the report.
- Each class will be listed in several rows to show a count of assignments per class, per category.

Course Name	Section	Enrolled	Assig...	Posted	Missing	Category	Wgt	Total Points
MATH 2	1	17	1	17		Assessments	75	100
MATH 2	1	17	1	17		Participation	25	100

Section 1 has two categories. Each has 1 assignment.

- Click on the count of **Assignments** to see the assignments in the gradebook.
- Click on the count of **Posted** to see the grades given to students.
- Click on the count of **Missing** to see empty grade cells.
- Check out the **Total Points** to see the total number of points possible for that class/category.
- Tip 1:** Run this weekly to verify that staff members are entering assignments.
- Tip 2:** If you need to look at something specific in a Gradebook - Click *Grades > Entry > Classroom*

- ❖ **High Schools Only:** Calculate Semester / Final Averages on Half Credit Courses.
1. Go to *Grades > Lists > Report Card*.
 2. At bottom, click the “Mass Calc Sem / Final” button.
 3. Set as follows:
 - Grades = 9-12
 - Calculate for Completed Courses Only = Set to “checked”
 - 4x4 Term to calculate = “Fall”
 - Click the “OK” button to calculate a final grade for .5 credit courses.
 4. You can rerun this as needed to update final grade calculations.

Mass Calc Sem/Final Grades - 05.16.22

Year : 2223

District : 026

School : 010

Grades : 09,10,11,12

Semester To Display Scheduled Students

4x4 Display : 1st 2nd 3rd 4th All

2x8 Display : 1st 2nd Both

Semester Grade Calculation Requirement

ALL Marking Period Grades Within Semester.

Last Marking Period Within Semester.

Calculate for Completed Courses Only

4x4 Term to calculate : All Fall Spring

OK

❖ Run the **Missing Grades Audit** report to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have a grade, such as Kindergarten.

1. In the left navigation panel, go to *Grades> Entry> Missing Grades Audit*. Select the following in the setup box:
 - As of Date: Today’s date
 - Marking Period: “P1”
2. Students with missing marking period averages will be displayed with grading period columns on the right (P1). Sort the report by teacher, student, or course to work with teachers on getting student averages up to date.

Setup-07.14.21

Year : 2223

District : 026

School : 010

Grade :

Teacher :

Special Codes :

Team :

Column :

As Of Date : Oct 04 2022

Exclude State Course Code 999999

Marking Period : P1

Special Ed : All Sped Only Non Sped

504 : All 504 Only Non 504

LEP : All LEP Only Non LEP

Show Remote Scheduled Students

Limit Courses with Final Weight

OK

- ❖ Run the **Cumulative History Label** as a “mini report card” to identify students with no average (due to no assignments or blank grading average). Ignore classes that should not have a grade such as Kindergarten.
 - **High Schools:** Use this to check that exams and final averages are present for half credit courses.

1. In the left navigation panel, go to *Grades > Lists > Cumulative History Label*. Select the following in the setup box:

- Grade = Run one grade at a time.
- As of Date = “Current Date”
- Select Label = “Avery 5163”
- Set for “Active Courses Only”
- Order to List = “Grade Order” or “Homeroom”.
- Click “OK” to get a list of students.

Setup-04.15.2021

Year: 2223

District: 026

School: 001

Grade: 06

Homeroom:

Team:

Special Codes:

Exclude Special Codes:

Programs:

Custom Codes:

Skip Codes:

As Of Date: Oct 02 2022

Include SIS School

Select Label: Avery 5163

Grade Type: Both

Select Display Credits: Use Report Card Setti...

Show SSN on Labels

Show Active Courses Only

Display Rank

Display SBLC Code

Show Only Carnegie Credit Courses

Order To List: Grade Order

Column:

Reports:

OK

2. A list of students will be shown. Click the “Select All” box at the top left.
3. Click the “Print Labels” button, then set the “Starting Row” to “0”. Click the “OK” button to obtain a print preview of the labels that will be used as mini report cards.

Click the Select All box.

Select Location

Starting Row : 0

OK Cancel

Click "Print Labels" button at bottom, then select Starting Row as "0". Click "Ok" to obtain the print preview.

	<input checked="" type="checkbox"/>	School	School Name	Grade	Student Name	SIDNO	SSN
1	<input checked="" type="checkbox"/>	001					XXX-XX-
2	<input checked="" type="checkbox"/>	001					XXX-XX-
3	<input checked="" type="checkbox"/>	001					XXX-XX-
4	<input checked="" type="checkbox"/>	001					XXX-XX-
5	<input checked="" type="checkbox"/>	001					XXX-XX-
6	<input checked="" type="checkbox"/>	001					XXX-XX-
7	<input checked="" type="checkbox"/>	001					XXX-XX-
8	<input checked="" type="checkbox"/>	001					XXX-XX-
9	<input checked="" type="checkbox"/>	001					XXX-XX-
10	<input checked="" type="checkbox"/>	001					XXX-XX-
11	<input checked="" type="checkbox"/>	001					XXX-XX-
12	<input checked="" type="checkbox"/>	001					XXX-XX-
13	<input checked="" type="checkbox"/>	001					XXX-XX-
14	<input checked="" type="checkbox"/>	001					XXX-XX-
15	<input checked="" type="checkbox"/>	001					XXX-XX-
16	<input checked="" type="checkbox"/>	001	John D. Adams Middle Sch	06	AMANREKOV, AYANNA EL ANOVNA	0499566	XXX-XX-

- Review the “mini report cards” for missing grades, or **for high schools**, check for exams and finals for half credit courses. Work with teachers to get the assignments entered.

Friday, Oct 7th, 2022

Teachers will have access to their second grading period Grades starting Friday, October 7th, 2022. Teachers must use caution between Friday October 7th and Tuesday, October 18th (9:00 am) as they will have access to both their first and second grading period Grades. They must enter grades accordingly.

- ❖ Do you need to enter averaged nine weeks grades from a paper gradebook (vacancy position)? If so, use the **Post Grades Master** (Grades>Entry>Post Grades Master).
- ❖ Do you need to enter nine weeks grades for individual students? If so, use the **Post Grades By Student** (Grades>Entry>Post Grades By Student).
- ❖ Tip sheets for these reports are available in the JCampus help tab. (Question mark, top right).

Repeat running these reports to gauge teacher progress assignment grade entry prior to the closings of the grading window.

Data Management will lock access to Gradebooks for the first nine weeks to preserve the integrity of the assignment records. After this time, teachers will no longer have the ability to enter grades in their Gradebooks for the first nine weeks marking period. Grades and comments will automatically be “captured” by the system at 9:00 a.m. **Do not start printing report cards until after 9:00 a.m. on October 18.**

❖ Printing Report Cards

Left Panel:

Grades>Lists>Report Cards. The steps below correspond to the numbers on the image.

1. Grade -Elementary: Select “1-5.” Middle and High leave blank.
2. As of Date: “Oct 6, 2022”
3. Display Date: “Oct 19, 2022”
4. Order to List: Set to “Class Period”. Choose Semester: “1” and Period: “1.”

Student Selection -09.07.2021

Year: 2223

District: 026

School: 115

Grade: 05

Special Codes:

Custom Codes:

Program:

Gender:

Ethnic:

Homeroom:

Counselor:

Advisor:

Clubs:

Sports:

Team:

Zip Code:

Exclude Special Codes:

Exclude Custom Codes:

As Of Date: Oct 06 2022

Display Date: Oct 19 2022

Sped: All Sped Only Non Sped

504: All 504 Only

LEP: All LEP Only

Hold Card: All Hold Only

Order To List: Alpha

Show Remote Scheduled

Limit to final weight

Students:

Set to "Class Period", Semester 1, Period 1 order.

Use if needing to print report card for a few students

Right Panel Top:

5. Type to Print: "Report Card."
6. Order Courses by: "Class Period Order."
7. Grading Period: "1."
8. Check boxes as shown.
9. Make sure "Show Active Courses" is "Checked"
10. Make sure "Print to DAS" is checked.

Options

Type to Print: Report Card

HS Grading Period: 1

Show School Name

Show Address Line

Show Homeroom Teacher

Show Counselor

Show Advisor

Show Team

Highlight Course Lines

Show Active Courses Only

Show F (non-numeric) on policy failure

Show Fees

Show P-EBT Code

Top Margin Spacing: [dropdown]

SBLC Description: Single Line Multi Line

Address=PS Mail Return Address: Central Office School

Order Courses by: Class Period Order

Elem Grading Period: 1

Show Grading Scale

Round Grading Scale

Show Comments

Show Comment Assessment

Show Current Year EOC Scores

Show All Highest EOC Scores

Show Class Period

Use Long Course Name

Print Language: en English

Use Watermark

Print To DAS

Optional Title: [text box]

This setting sends a copy of the report card to Document Archive and Student Progress Center.

Right Panel Middle:

11. Check the Principal's Message and Bottom Message to make sure there is no content from last year.

Show Guardian Signature

Show Principal Signature

Use Signature Images

Display Label

Principal's Message

Bottom Message

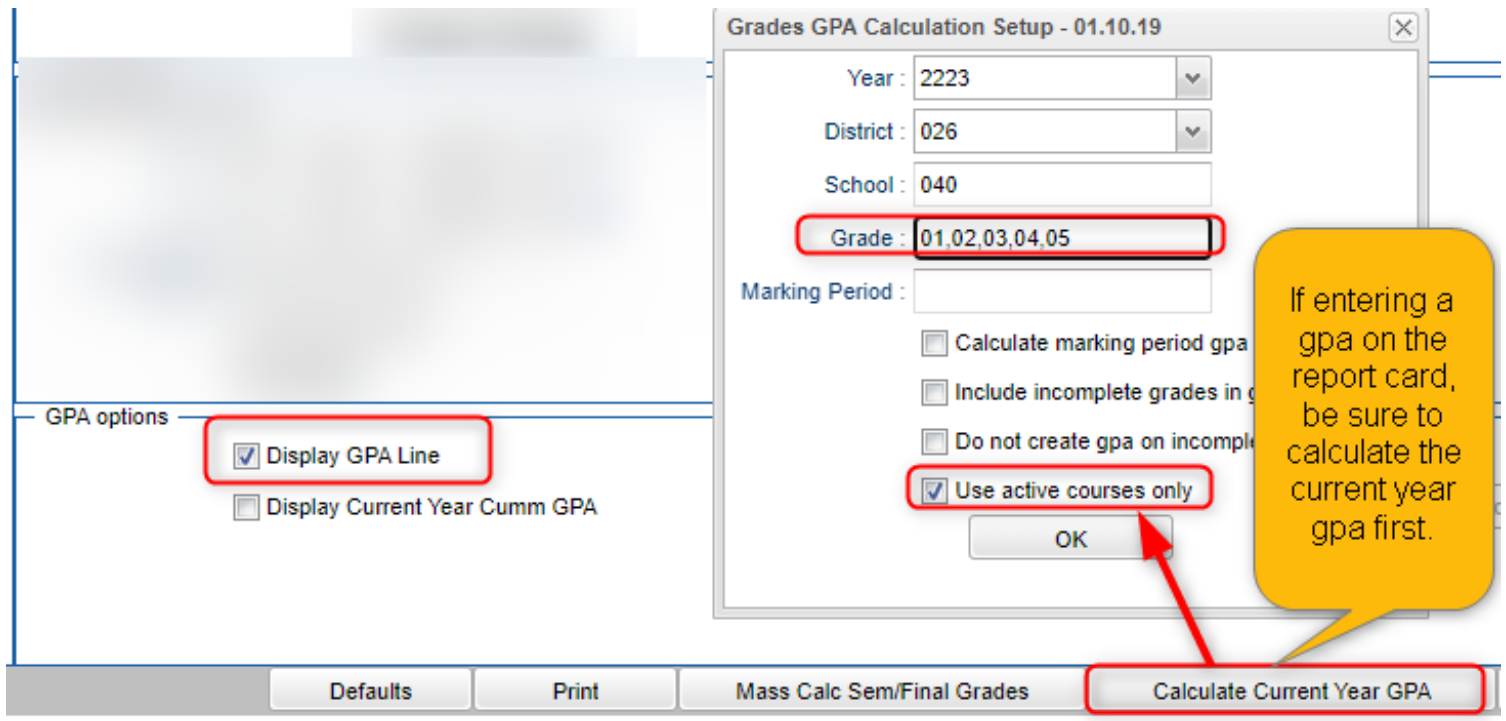
Check these to make sure last year messages have been cleared out.

Right Bottom Panels:

12. "From" and "To" dates are the start and end of the grading period.
13. "Skip Absence Codes" will be set to all of the "P" codes.
14. "Absentee Summary" = "checked".
15. "Absentee Course" = **High Schools Only**



16. Update the current year GPA by clicking "Calculate Current Year GPA" button.
17. Grade = Grades that post averages to JCampus.
18. Set to "Active Courses Only"



19. **High Schools Only:** In the same manner as earlier, rerun the "Mass Calc Sem/Final Grades" program.

20. Click "Print."

- In pop-up window, click "Yes."
- Preview reports prior to printing on paper for distribution to students.
- Print an extra copy for school records and download the file as a PDF on a school computer or flash drive.

❖ Honor Roll

1. Go to *Grades > Lists > Honor Roll*

- Click the “Calc GPA” button to update GPA’s.
- Set a check for “Use active courses only”, then click “OK”.
- Give it a minute or two to update the calculations.

Grades GPA Calculation Setup - 01.10.19

Year : 2223

District : 026

School : 029

Grade : 06,07,08

Marking Period :

Calculate marking period gpa by course credit

Include incomplete grades in gpa calculation

Do not create gpa on incomplete grades

Use active courses only

OK

Setup Calc GPA

- Afterwards, click the “Next” button.

2. Select “P1”, then click “Next”.

Setup

Standard 9 Weeks 2X8 - You Have Grades From-1 - 12
(A marking period must be selected.)

P1 : P2 : S1 :

P3 : P4 : S2 : F1 :

Back Next

3. On the next screen, tap the “Res Sponsor” button to update honor roll settings.

Setup

Honor Roll Setup

<input type="checkbox"/>	Title of Honor Roll	From ...	To Grd	Alpha F...	Alpha To	Numeric F...	Numeric To	Low Gd	GPA Type	Comment Exclusion
<input checked="" type="checkbox"/>	Principal List	-1	12	4.0000	5.0000			A	ALPHA	
<input checked="" type="checkbox"/>	A Honor Roll	-1	12	3.5000	5.0000			B	ALPHA	
<input checked="" type="checkbox"/>	B Honor Roll	-1	12	3.0000	5.0000			C	ALPHA	

4. To make a basic Honor Roll list, set as follows, then click “Next” button at bottom. A listing will be presented for printing. Click “Print”.

- Name = Last, First, Middle
- Show Lowest Grade
- Show GPA

Display

Name Format: Last First Middle First Middle Last Last First First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Include Address:

Append Sidno to Export:

Export: [dropdown]

As Of Date: Oct 02 2022

Settings for basic honor roll list

- To make certificates, set as follows, then click “Next” button at bottom. A list of students will be presented. Click the “Print” button to create the certificates.

Display

Name Format: Last First Middle First Middle Last Last First First Last

Adjust Name for Mixed Case:

Show Honor Roll Title on Export:

Print Selected GP's:

Show Lowest Grade:

Exclude if qualifies for non-selected honor roll:

Show GPA Range on Export:

Show GPA:

Print Date and Time:

Append Sidno to Export:

Export: [dropdown]

As Of Date: Oct 02 2022

Certificate

Print Certificate:

Uppercase Certificate:

Left Signature: Principal

Right Signature: false

Signature Image: [input]

Change Name to First, Last

Check off "Print Certificate". Add "Left Signature" with "Principal"

5. High Schools

- See additional instructions in the Principal Memo concerning uploading report cards to Google Drive.

❖ **Run the Grade Distribution Report to analyze the number/percent of marking period grades by teacher/course/student (D/F analysis):**

1. Grades>Count>Grade Distribution Report

2. On the Setup screen:

- 'Marking Period' = select the appropriate nine weeks
- 'As of Date' = use the current date
- 'Active Courses Only'= check this box (Note: Other selections can be made on the Setup screen to narrow your search results.)
- Click 'OK.'

3. The results list teachers, courses, quantities/percentages of students earning each letter grade, and overall course averages. To see specific students who received each grade, click on the number next to the grade.

4. The results list teachers, their courses, the numbers and percents of students earning each grade, and the overall course averages. Click on the number to see the students receiving these grades.